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## Job details

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**Bulletin Number** 20186BR  
**Type of Recruitment** Transfer Opportunity  
**Department** Registrar-Recorder/County Clerk  
**Position Title** SENIOR CLERK  
**Additional Title** BALLOT MANAGEMENT  
**Filing Type** Standard  
**Filing End Date** 06/28/2013  
**Filing End Time** 5:00 pm PST  
**General Information** [REQUIREMENTS:](#)

**Must be permanent employees of the County of Los Angeles who have passed their initial probationary period and currently hold the payroll title of SENIOR CLERK.**

**APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.**

The Registrar-Recorder/County Clerk is seeking a highly motivated, well-organized individual to fill a complex and demanding vacancy in the GIS, Ballot Management, and Election Tally Systems Division, Ballot Management Section.

Interested candidates who meet the [Requirements](#) are invited to apply by submitting an application **ONLINE ONLY** and fax or email supporting documents at the time of filing:

- 1) A resume with cover letter and employee number;
- 2) Copies of last three Reports of Performance Evaluation;
- 3) Copies of past two years' Time History Report (Prime Variance only).

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background review which includes a review of their official personnel folder and reference check.

Requested materials should be emailed to [hrrecruitment@rrcc.lacounty.gov](mailto:hrrecruitment@rrcc.lacounty.gov) or faxed to (562) 462-1373 Attention: Brittany Crowder. In your email or fax, please provide your name, phone number, and position title.

We may close this transfer opportunity announcement at any time

without prior notice.

**Requirements** **Must be permanent employees of the County of Los Angeles who have passed their initial probationary period and currently hold the payroll title of SENIOR CLERK.**

**Desirable Qualifications** The ideal candidate should possess the following demonstrated skills and abilities:

- Ability to multi-task.
- Ability to adapt to new tasks and challenges to meet legal deadlines.
- Ability to work under pressure.
- The ability to independently perform duties with minimal supervision and follow through with instructions.
- Ability to work collaboratively in a team environment.
- Strong organizational and time management skills.
- Great interpersonal skills and the ability to work effectively in a diverse environment.
- Excellent computer skills (e.g. Microsoft Office Excel, Word, Access, PowerPoint, Vizio, and Outlook).

#### **Duties**

1. Screens and responds to phone calls by furnishing requested information or referring calls to responsible staff; personally handles calls when appropriate.
2. Gathers data for general or special purposes.
3. Contacts other Departments, employees and/or agencies for additional materials or information as necessary, and may prepare reports for supervisor's approval upon request.
4. Reviews documents for accuracy, validity, and compliance with legal or other technical requirements where the application of highly-specialized knowledge and the resolution of debatable points are required.
5. Operates office machines such as computers, copiers, scanners, or calculators incidental to the performance of duties.
6. Checks material being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.
7. Maintains Section's files, types letters, memos and reports.
8. Assists superiors to compile and prepare data for administrative assignments.

9. Acts as PROXY (Timekeeper) for the Section (e.g. Prepare temporary employees' timesheets during their absence to meet timesheet deadlines, personnel release forms for temporary staff employees, and all necessary technical request forms for staff access to computer software and equipment).
10. Works unscheduled overtime as needed.

**Vacancy Information** The vacancy is located at The Registrar-Recorder/County Clerk Headquarters located at 12400 Imperial Highway, Norwalk, CA 90650

**Available Shift** Day

**Contact Name** Brittany Crowder

**Contact Phone** (562) 462-3396

**Contact Email** hrrecruitment@rrcc.lacounty.gov

**Job Field** Clerical

**Job Type** Administrative Support

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